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SECURITY INFORMATION

Approved For Release 2004/05/05 : CIA-RDP55-00037A000100040035-5

30 September 1953

WEEKLY ACTIVITY REPORT

(Items marked with an \* are suggested for Mr. Baird's Report)

A. PROGRESS REPORT - OLD PROJECTS

1. Instructor Training Course - Additional discussion on specific course content, lesson plans and an evaluation program were held with the TR(S) and A&E Staff instructors who will participate in the course. Two courses are scheduled tentatively, 19 October at Headquarters and 9 November [ ]
2. Mobile Audio-Visual Aids Device - No change.
3. Project OSS Footage - Screened footage has proven to be of no interest to OTR programs. All film will be transferred to GR/OCD.
4. Motion Picture Film [ ] - No change.
5. Support [ ]
  - a. Film Section - 6 retention prints on order, 1 retention film received.
  - b. Graphic Aids - 2 charts requested.
  - c. Maps and charts - no change
  - d. Editorial and Reproduction - no change
  - e. Library Services - no change
6. War Plans Staff Officer Course - To be submitted to OTR Publications Committee during the week for assignment of category classification, etc.
7. Display for [ ] Museum - Display panels are complete except for demolition units and photographs to be furnished by TSS for the 3 panels.
8. Translation of Basic Agent Training Tradecraft Manual [ ] - No change.
9. The Red Interpreter - Stencils for 9 volumes have been completed; 5 in process of a total of 26 remaining.

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10. Filmagraph Production for BIC(I) - Preparation of drawings for 5 colored lantern slides, 50% completed. Preparation of series of 14 drawings for 2"x2" colored lantern slides, has begun. Request for a copy set of 13 colored lantern slides of USAF materials submitted to Reproduction and Printing. No significant progress on film strip, "Dissemination of Intelligence." Filmagraph production of Intelligence Materials has been shelved for the present. The Graphic Aids [ ] is still reviewing films and checking published materials on animation techniques.
  11. Instructional booklet, Your Career, for Clerical Refresher Courses TR(G) - No change.
  12. Educational Exhibit for BIC(I) - There has been no significant progress on building estimates from GSA. Cost figures have been submitted to GSA on various materials to be used in construction of the display area. Layout sketches for displays dealing with, National Estimate and Weeks Report are under preparation. Eight different IAC Agency seals have been enlarged. No progress on classroom display panel.
  13. Order of Battle Edited Training Film - No change.
  14. Revision of the [ ] Sheet - No change.
  15. Catalogue of Courses, OTR - Editing completed; submitted to the Reproduction Division for printing.
  16. TR(S) Program of Instruction - No change.
  17. Clandestine Publications - No change.
  18. [ ] - No change.

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B. PROGRESS REPORT - NEW PROJECTS

None

C. ITEMS OF CURRENT INTEREST

None

D. ITEMS OF ADMINISTRATIVE INTEREST

1. Procedures were established with Branch 2 Library and the Book Branch/OCD to refer to the TAB/OTR Library all order requests for publications to be used by OTR instructors. A master list of all books in OTR will be available in the TAB/OTR Library. Control of book buying procedures in OTR will be accomplished by this centralization. The master list of books in OTR made possible by this action will, in many instances, enable the TAB/OTR Library to supply titles to the requestors from our own collection rather than making a purchase.

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